

Data Exchange – Internal Components Applying a Digital Signature to a PDF

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DISCLAIMER: SSA includes the following instructions for using Adobe, and disclaims any liability caused by your use of this product.

IMPORTANT: Before beginning this tutorial, make sure that the document you are digitally signing is in PDF format. You are able to convert your Word document to PDF by selecting the Save Type of “PDF” when saving the document.

A. Purpose

This document provides the necessary information, policy, and procedures for a seamless adoption of certificate-based digital signatures in the Social Security Administration’s (SSA) data exchange line of business.

B. Applicability

This document establishes the necessary steps for using Adobe Reader or Adobe Reader Pro to apply a certificate-based digital signature to a data exchange business document PDF or a scanned PDF document with approved digital signature use.

C. Requirements

Resources required to complete this procedure include:

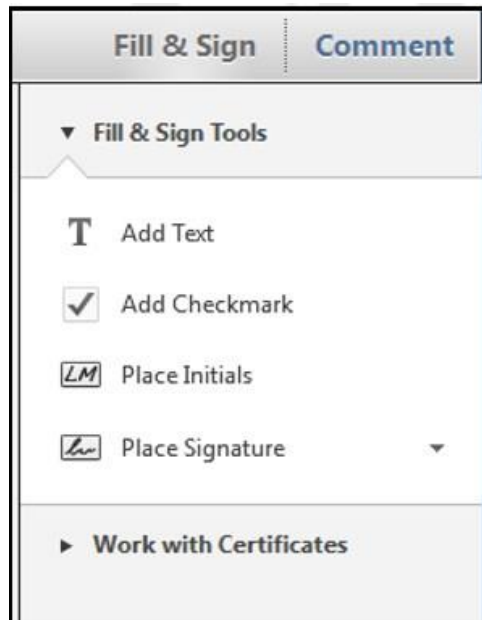
- Adobe Reader or Acrobat Pro software.
- The document to be signed in PDF form saved locally on the computer.
- A digital certificate for identity verification or smart card.

D. Procedure for Signing a PDF Document without a Preset Signature Box

1. Insert your Smart Card credential into the card reader.
2. Open the PDF file with Adobe Acrobat or Adobe Reader Pro.
3. Click on “Fill & Sign” in the upper right hand corner.



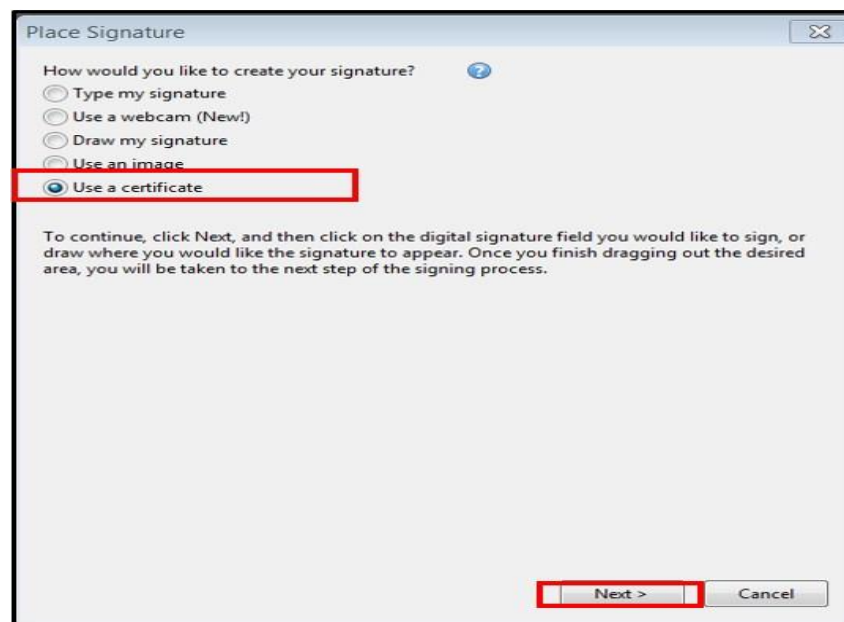
4. The “Fill & Sign” menu will then expand.



5. Click on “Place Signature.”



6. Depending on your version of Adobe, you may or may not get this pop-up. If you have your Smart Card credential inserted, then choose to create your signature with “Use a certificate.” Then press **Next**.



7. Another pop-up window will appear. Click on “Drag New Signature Rectangle...”



8. Scroll down through the document to the signature line or where the signature is desired (i.e. – Authorized Signatures and Dates), click and hold the left mouse button, and drag the cursor at an angle away from your starting point.

NOTE: The rectangular box should measure out to be the same space of the signature line so that the signature will be an adequate size and is readable.

Authorized Signature

The signatories below warrant and represent that they have the competent authority on behalf of their respective entities to enter into the obligations set forth in this agreement.

Electronic Signature Acknowledgement: The signatories may sign this document electronically by using an approved electronic signature process. Each signatory electronically signing this document agrees that his/her electronic signature has the same legal validity and effect as his/her handwritten signature on the document, and that it has the same meaning as his/her handwritten signature.

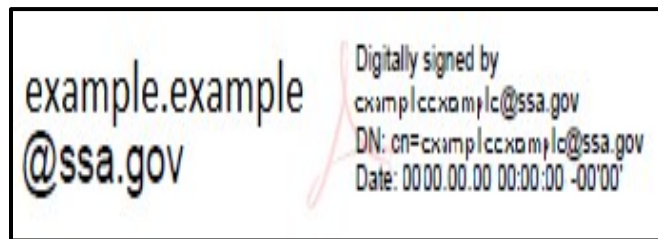
Social Security Administration

John Doe
Deputy Commissioner of Nothing

9. A pop-up window will appear. If the “Sign As:” window is not already populated with your credentials, use the drop down menu to select your credential.



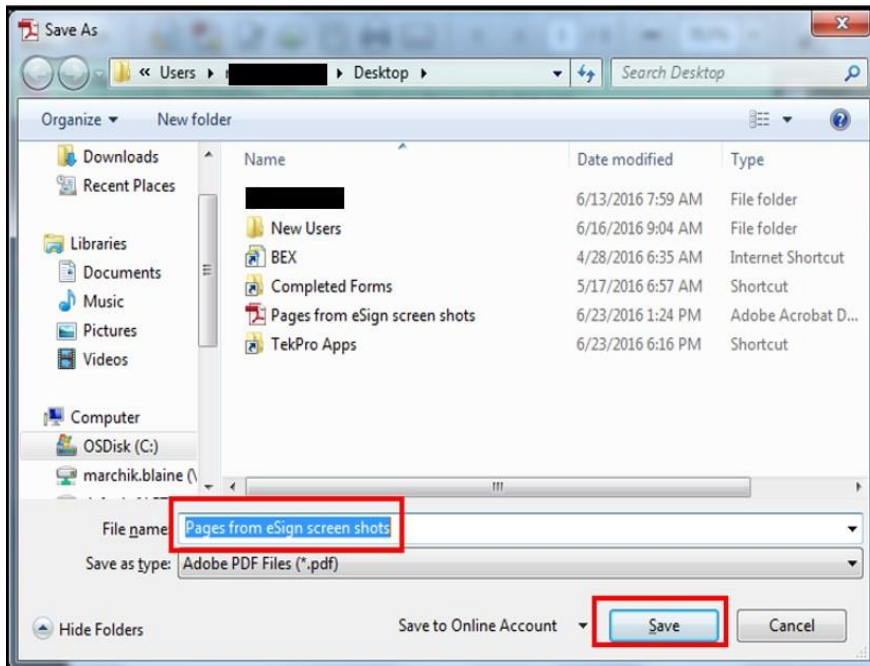
- a. If your credential does not appear, verify your Smart card credential is in the card reader, then on the ‘Sign As’ drop down menu select “Refresh ID List.”
- b. The signature appearance will look similar to the example below:



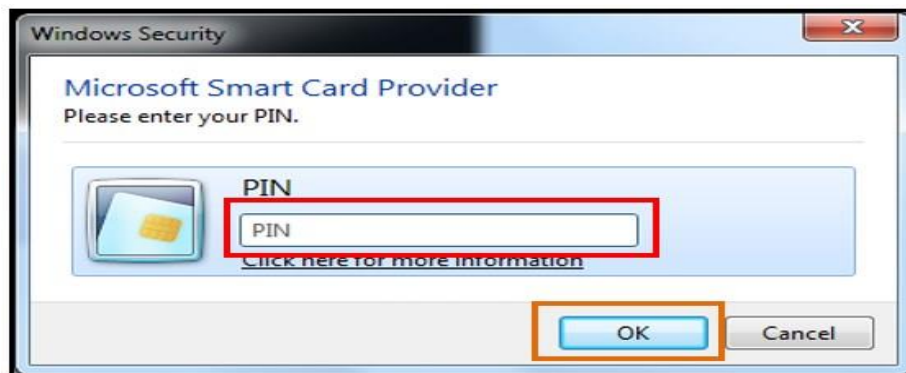
10. Verify the displayed information is correct. Click “Sign.”



11. The system will prompt you to save the document. You can save the document with its current name or rename the document. Save the document.



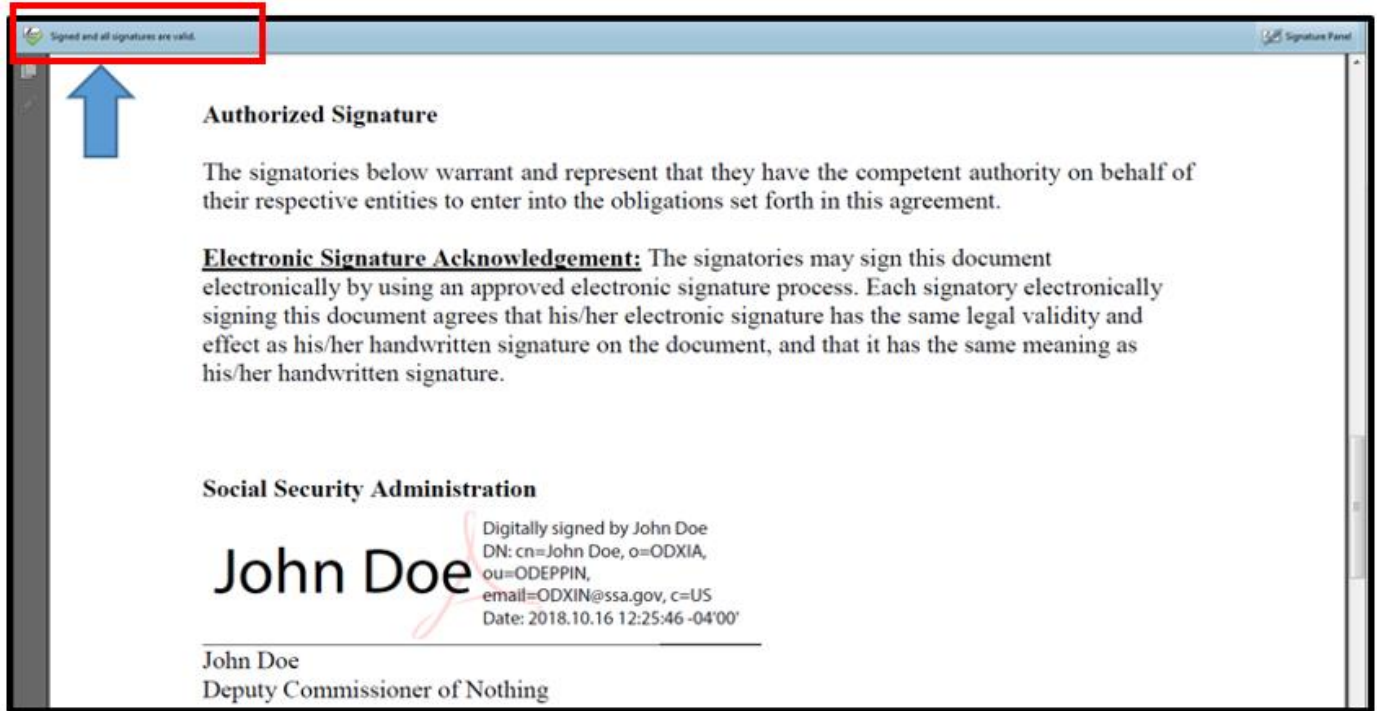
12. A new pop-up window will appear prompting you to enter the PIN associated with your Smart Card credential. Enter the PIN and select “OK.”



13. After entering your PIN, the digital signature will appear in place of the rectangle.

When all signatures are valid, a message will display that the document is “Signed and all signatures are valid.” (Refer to example below).

NOTE: The “Signed and all signatures are valid” may not always appear. If your digital signature still appears in place of the rectangle, you may proceed.

(Signed and all signatures are valid)

14. When you sign the document and all signatures are valid, save the signed document and return to the requestor.

NOTE: If there are **problems** with at least one signature, a message will display reading “At least one signature has problems.” (Refer to example below).

If this happens with your signature, you should ensure to correct the issues before sending to the requestor. Otherwise, the signature will not be considered valid and you must electronically sign again beginning with **step #1**.

(At least one signature has problems)